

7 October 1998



Personnel

OFFICIAL BULLETIN BOARDS

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OPR: 934 SPTG/DPC (Ann Cordes)

Certified by: 934 SPTG/CC (Lt Col Paul
Groskreutz)

Supersedes 934 AWI 36-101, 12 September 1996

Pages: 2
Distribution: F

This implements AFRPD 36-1, *General Civilian Personnel Provisions and Authorities*. This instruction establishes local procedures and responsibilities for the administration and maintenance of official bulletin boards (OBB). It applies to the 934th Airlift Wing (AW) and all tenant units on and off base serviced by the 934th Support Group Civilian Personnel Office (934 SPTG/DPC).

SUMMARY OF REVISIONS

This revision deletes offices under 1.1. that use the official board for their parent division. A (I) indicates revisions from the previous edition.

1. Responsibilities :

1.1. Organizations and division chiefs with approved bulletin boards as shown below will designate an employee as a bulletin board monitor to ensure upkeep of the official bulletin boards (OBB).

Division/Organization	Number of Boards
934 AW/CC, 934 SPTG/CC, 934 MSF/CC (Bldg 760)	1 (MSF)
934 SPTG/SF (Bldg 750)	1
934 LG, 934 LSS/LGS (Bldg 801)	1 (LGS)
934 LSS/LGT (Bldg 745)	1
934 OG/96AS (Bldg 821)	1 (96AS)
934 MXS (Bldg 821)	2
934 LSS/LGC (Bldg 852)	1
934 ASTS, 934 AES (Bldg 840)	1 (ASTS)

934 SPTG/SVML (Bldg 711)	1
934 SPTG/CE (Bldg 744)	1

1.2. The civilian personnel office (934 SPTG/DPC) is the base office of primary responsibility of OBBs. A 934 SPTG/DPC specialist will:

1.2.1. Review the OBBs during planned management assistance visits and at least one other time during the year to make sure required and current items are posted.

1.2.2. Identify required posting by DPC letter as the need arises.

2. Establishing An OBB:

2.1. Divisions sharing a work site may need only one board for the building or work site.

2.2. There is no need to establish OBBs at remote sites, which serve only a few employees if those employees have periodic access to a board at the parent division.

3. The Monitor:

3.1. Maintains currency of the material on the OBB.

3.2. Keeps the board neat in display and not present a cluttered appearance.

3.3. Ensures out-dated material is removed and revised information is properly posted.

3.4. Posts a notice of the office location where documents may be seen in their entirety if the OBB is enclosed.

RICHARD R. MOSS, Colonel, USAFR
Commander